



State of North Carolina
Department of Public Safety
Prisons

Chapter: D
Section: .0300
Title: **Offender Use of the Mail**
Issue Date: 11/03/20
Supersedes: 11/01/13

POLICY & PROCEDURES

References

Related ACA Standards

5th Edition Standards for Adult Correctional Institutions 5-ACI-7D-01, 5-ACI-7D-02, 5-ACI-7D-03, 5-ACI-7D-05, 5-ACI-7D-06, 5-ACI-7D-07, 5-ACI-7D-08, 5-ACI-7D-09, 5-ACI-7D-10

.0306 PURPOSE

It is the policy of the North Carolina Prisons to permit **offenders** to correspond with family, friends, officials and other significant government officials consistent with the safety and security needs of each facility. The purpose of this policy is to describe the procedures that will be used by Prisons staff to process **offender** correspondence and packages. Policy and procedures will be reviewed annually and updated as necessary.

The procedures for processing publications received from publishers or community contacts are addressed in the North Carolina Prisons Policy and Procedure D.0100, Publication Received/Possessed By **Offenders**.

.0307 GENERAL

- (a) The **Warden** will be responsible for developing and implementing facility mail procedures consistent with this policy and provide appropriate notices to **offenders** concerning these procedures. The facility procedures must be reviewed annually and updated as necessary to assure compliance with current Prisons policy.
- (b) The **Commissioner** of Prisons or designee may modify these procedures based on the security considerations of a particular situation.

.0308 CORRESPONDENCE

- (a) Personal mail
 - (1) Definition: Any mail to or from an **offender** that is not defined in D.0308 (b), (c), or (d). Correspondence includes letters, greeting cards, photographs (other than photographs contained in published books, newspapers, or magazines), photographic drawings, packages, etc. Other material received from Publishers are handled under D.0100. Publication Received/Possessed By **Offenders** policy such as hardback and paperback books, newspapers and magazines.

- (2) Indigent **Offenders** - Postage for personal mail from indigent **offenders** shall be limited to the cost of 10 first-class one-ounce letters per month per indigent **offender**. Postage for personal mail from **offenders** without funds will be paid using the **Offender** Welfare Fund provided the **offender** meets the requirements of being indigent as outlined in DPS Fiscal Policy .1100. There is no limit on the volume of letters an indigent **offender** may receive.
 - (3) Non-Indigent **Offenders** - There is no limit on the volume of letters non-indigent **offenders** can receive or send when **they** bear the cost of mailing.
- (b) Legal Mail
- (1) Definition: Mail to and from attorneys, state and federal courts, the Attorney General of the United States or the Attorney General of North Carolina, the judiciary, the Industrial Commission, consular officials, or legal aid services or a paralegal.
 - (2) Postage for legal mail from indigent **offenders** will be paid from the **Offender** Welfare Fund *through OPUS/IBS (3PI transaction)* provided the **offender** is indigent. No other eligibility requirements apply to postage for legal mail. The 10 letter limitation on personal mail for indigent **offenders** does not apply to legal mail.
- (c) Department of Public Safety Officials
- (1) Definition: The Secretary of Public Safety, the **Chief Deputy Secretary** of Adult Correction and Juvenile Justice, the; the **Commissioner**, the **Assistant Commissioner**, any member of the **Offender** Grievance Resolution Board or its staff, the Post-Release Supervision and Parole Commission or its staff, or any official of the Department of Public Safety in the chain of command above the Warden of the facility to which the **offender** is assigned, are defined as DPS officials.
 - (2) Mail to DPS officials will be accepted within the DPS interoffice mail system (facility mail, bus mail, courier mail) without postage.
- (d) Other Government Officials
- (1) Definition: Any member of the Congress of the United States or any member of the General Assembly of North Carolina; the President of the United States or the Governor of North Carolina; the Director or any agent of the Federal Bureau of Investigation. Consular officials for **offenders** who are citizens of the respective country, are identified on the OR11 Personal Characteristic screen and are defined as Other Government Officials.

- (2) Mail to other government officials will be considered as personal mail for the purpose of postage.

.0309 CONTENT AND STRUCTURE OF INCOMING AND OUTGOING MAIL

- (a) There is no limit on the length, language, content, or source of mail for any **offender** except when there is reasonable belief that limitation is necessary to protect public safety or institutional order and security.
- (1) Correspondence between **offenders** is generally prohibited. This general prohibition includes **offenders** housed in any correctional facility (Federal prisons, county jails, prisons in other states etc.) that seek to correspond with **offenders** housed in N.C. Prisons facilities. Correspondence between **offenders** can be approved by both **wardens** involved when the **offenders** are immediate family members or if another compelling reason for the correspondence is presented. Legally married offenders who are crime partners may still correspond with each other as immediate family members, subject to the same rules that apply to all other offender correspondence. The approval process for **offender-to-offender** correspondence requests, when both are housed in a North Carolina Prisons facility, is handled through use of the appropriate OPUS screens. Any request for correspondence between **offenders** must be entered into the appropriate OPUS screens in the **Offender** Control Status (ISS) module.
- (2) An individual **offender's** privilege to write to a particular person or persons may be withdrawn, by the Warden of the correctional facility to which the **offender** is assigned, upon request of the recipient or if the recipient is a minor, at the request of **their** parents or legal guardian. Writing privileges also may be terminated for any of the reasons stated in Section .0310 (e)(1) of this policy. The reason for withdrawal must be stated in a written notice to the **offender** that should refer specifically to the letters previously returned.
- (b) Letters to or from **offenders** may be typewritten, printed, or written legibly in longhand.
- (c) Letters from **offenders** must have their full name and OPUS number and the return address of the facility in the upper left-hand corner of the envelope.
- (d) It is the purpose of the mail policy to protect citizens in the community from offensive or threatening letters and prevent criminal activities and escape plots from developing through correspondence. To accomplish this, it is the responsibility of each facility mail room to stamp the outside of each piece of outgoing **offender** mail (including packages) with the name of the correctional facility (e.g.; mailed from Columbus Correctional Institution). The stamp should be affixed to the front of the envelope above the address and between the return address the postage stamp.
- (e) Letters to **offenders** should be addressed so that the full name and OPUS number of the **offender** appears on the envelope. The **offender** shall instruct **their** correspondents to use

the correct address as posted on the offender bulletin boards. The person sending mail to an offender should be identified in the return address space on the envelope. It is the responsibility of the offender to advise their correspondents of this requirement.

(f) Non-English Correspondence

- (1) Generally, letters to and from an offender should be written in English. However, correspondence not written in English does not, in and of itself, create reason to believe it threatens security.
- (2) Exceptions shall be made for an offender or a person writing to an offender if either is determined to be unable to read or write in English, unless the superintendent/warden has reason to believe that the correspondence falls into one of the categories set forth in D.0310 (e)(1).
- (3) If the Warden has reason to believe the content of the correspondence falls into one of the categories listed in D.0310 (e)(1), immediate action shall be taken to obtain an accurate translation by any means available, including access to local resources such as departmental staff, volunteers, high schools, community colleges, universities, and foreign language associations.
- (4) Correspondence not written in English should not be prohibited based on the ability of the offender or person writing the offender to read or write in English. The determinative factor should be whether or not the content of the correspondence falls into one of the categories set forth in D.0310 (e)(1).

.0310 PROCESSING INCOMING AND OUTGOING MAIL

(a) Delivery

- (1) The Warden will ensure that except for weekends, holidays, and emergency situations all incoming and outgoing mail is held no more than 24 hours and no more than 48 hours for packages. For the purpose of this policy, emergency situation refers to any significant disruption of normal operation due to riot, fire, natural disaster, or other serious incident.
- (2) For the purpose of identifying addresses and location, Combined Records maintains an offender's record based on the name of the offender when the offender was first committed to the custody of the Department of Public Safety. The alias screen on OPUS contains other names used by the offender, including legal name changes. Offenders that have legally changed their name can receive incoming mail and send outgoing mail with the legally changed name and the offender's OPUS number OR with the legally changed name and the offender's committed name. By searching OPUS records, Prisons finds that even though using either the OPUS number or committed name is allowable, the most efficient manner of sending and receiving mail is listing the offender's legally

changed name and committed name. This information should be used by facility mailroom staff to identify the intended recipient.

- (3) If the **offender** name is incomplete such that the **offender** cannot be located in **OPUS**, the mail will not be opened. This mail will be sent to the U. S. Postal Service for handling through their Mail Recovery Center.
- (4) Transferred/Released **Offenders**
 - (A) If mail arrives at the facility for a released **offender**, the mail must be forwarded to the **offender's** release address as it appears on the **Offender Release Plan** screen in **OPUS on the web**. Any cost incurred for the forwarding of mail for released **offenders** shall be handled through the **Offender Welfare Fund**.
 - (B) If the **offender** has transferred to another facility, the sending facility shall forward the mail to the receiving facility using the DPS interoffice mail system (facility mail, bus mail, courier mail) within 24 hours of the original receipt of the mail excluding weekends, holidays, or emergency situations as outlined in section .0310 (a)(1).
 - (C) If the **offender** is temporarily absent (out to court, treatment, etc.) the facility shall hold the mail until the **offender's** return. Upon the **offender's** return the mail should be delivered within the time frames as outlined in section .0310(a)(1)

(b) Inspection

- (1) The **Warden** shall provide for the inspection of all incoming mail by mailroom **staff**. The **Warden** may also provide for the inspection of outgoing mail. The inspection shall serve to prevent the **offender** from receiving or sending through the mail any material that threatens to undermine the security and order of the facility or mail that contains contraband or other material which cannot be lawfully sent through the mail. The facility mailroom **staff** should inspect letters and packages to intercept money orders, cash, and checks.
- (2) Personal Mail is read, censored, or rejected based on legitimate institutional interests of order and security.
- (3) Legal Mail from **offenders** may be inspected by correctional staff for contraband in the presence of the **offender** prior to being sealed. If there is any question as to whether an addressee fits the definition of legal mail, the letter/package may be held for not more than 24 hours to resolve the question.
- (4) Legal mail addressed to an **offender** may be opened by correctional staff in the presence of the **offender** unless waived in writing by the **offender**, or in

circumstances which may indicate contamination. Correctional staff will ensure that the contents of letters from these persons are free of contraband and are, in fact, official or legal correspondence from the person whose name and return address appears on the outside of the envelope or package. The correspondence shall not be read beyond what is necessary to make this determination.

- (5) Mail to DPS officials may be inspected by correctional staff in the presence of the offender before being sealed to inspect for contraband, unless waived in writing by the offender, or in circumstances which may indicate contamination.
 - (6) Mail from DPS officials may be opened and inspected by correctional staff in the presence of the offender.
 - (7) Mail to and from other government officials may be inspected and/or opened as outlined in section D.0310 (b)(5) & (6).
- (c) Censorship
- (1) The Warden or designee may prohibit an offender from sending or receiving any item of personal mail if the content of the item contains any material that threatens to undermine the security and order of the facility, or the mail contains contraband or other material which cannot be lawfully sent through the mail. The reasons for censorship are:
 - (A) The mail contains threats of physical harm against any person or threats of criminal activity.
 - (B) The mail threatens blackmail or extortion.
 - (C) The mail concerns sending contraband in or out of the correctional facility including stamps, or cash or stickers.
 - (D) The mail concerns plans to escape;
 - (E) The mail concerns plans to violate departmental rules and policies necessary to maintain security and control;
 - (F) The mail concerns plans for criminal activity or violations of state or federal laws;
 - (G) The mail concerns information that if communicated would create a clear and present danger of violence and physical harm.
 - (H) The mail contains sexually explicit material which by its nature or content poses a threat to the security, good order, or discipline of the institution or facilitates criminal activity. Sexually explicit materials are defined as

pictorial depictions of sex acts involving violence, sadomasochism, sex with animals, or sex with any person who is under age 18 (or, if the person's age is not stated in the text, who could reasonably be thought to be under age 18). The term sex acts means actual or simulated sexual acts, including sexual intercourse, oral sex, or masturbation. In addition, pictorial materials which depict exposed full frontal view of uncovered human genitalia, exposed genitalia from the rear or the female breast are specifically deemed to be a threat to institutional order, security and safety and a threat to offender rehabilitation and are prohibited. This prohibition shall not apply to patently medical, artistic, anthropological or educational commercial publications, including but not limited to National Geographic, works of art displayed in public galleries, i.e., Art News, anatomy texts or comparable materials. Procedures for publications which contain sexually explicit photographs are addressed in the Prisons' Publication Received/Possessed by Offenders policy, D.0100.

- (I) The mail contains photographs which in any way supports, incites, promotes, encourages or advocates any type of gang activity. Procedures for publications received from a publisher which contain pictorials, writings or sign gang language or insignia are addressed in the Prisons' Publications Received/Possessed by Offenders policy, D.0100
- (2) Disapproval letters must be sent to both the offender and the outside addressee/sender. Both the offender and the outside addressee/sender will have appeal rights. Using the Disapproval Letter at the end of this policy (attachment #1), a letter must be sent to the offender and one to the outside addressee/sender informing them of the reason for censorship as listed in .0310 (c)(1) in writing within twenty-four (24) hours. The offender and outside addressee/sender shall be informed that they may appeal the decision to withhold correspondence by presenting written arguments to a committee appointed by the Director of Operations to resolve the issue. The offender and outside addressee/sender shall be allowed ten (10) days from the date they receive written notice of the correspondence being prohibited in which to appeal to the Commissioner's Correspondence Review Committee. The offender and outside addressee/sender are given the notice of the decision and appeal rights.
- (3) The Commissioner's Correspondence Review Committee need not meet formally to approve or disapprove the correspondence, but each member will be consulted as to their opinion before a final decision is reached. The Commissioner's Correspondence Review Committee shall make its final decision within thirty (30) days of the date the offender's appeal is received. In instances where the offender or addressee/sender fails to appeal the decision made by the Warden or where the Commissioner's committee determines the content of the correspondence falls into one of the categories listed in D.0310 (c)(1) then the correspondence shall be handled like any other personal property that the offender

is not entitled to have in **their** possession as outlined in the Prisons Policy and Procedure Manual F. 0500, **Offender** Personal Property.

- (4) The **Commissioner's** Correspondence Review Committee may reverse the decision to withhold mail from the **offender**. The **offender** and addressee/sender along with the **Warden** will be copied on the **Commissioner's** Correspondence Review Committee decision of appeal using the letter at the end of this policy (attachment #2).
- (d) Disposition of Mail or Items within the Mail
- (1) Should inspection of the mail determine that any unauthorized item is being mailed out by an **offender** or mailed to an **offender**, the **Warden** may authorize everything in the envelope be considered unauthorized. Unless otherwise noted, unauthorized items found will be confiscated in accordance with F.0800 Contraband Control.
 - (2) Mail to an **offender** that appears to be from another **offender** as described in D .0306(a) shall be inspected to determine through OPUS if approval has been given. If no approval has been given, the mail shall be returned to the **Warden** housing the **offender** who sent the mail. The facility where the sending **offender** is housed shall investigate and take appropriate action.
 - (3) Mail to an **offender** that contains Federal or State income tax refund checks shall be researched thoroughly to determine if the **offender** was or was not incarcerated for the tax period shown on the check. If there is any question, the facility shall log the check and place it in the safe and not deposit the check until a determination is made by contacting the Internal Revenue Service or the State Revenue Department. Federal or State income tax refund checks for **offenders** who are or have been on Work Release shall be logged and mailed to DPS Work Release Accounting for deposit to the **offender's** Work Release account.
 - (4) Postage Stamps - may not be sent to **offenders** enclosed through outside personal mail. Postage Stamps that are enclosed in incoming personal mail shall be removed and logged into IBS and returned to the sender with a form letter describing mail procedures. The **offender** will receive a copy of the form letter. If there is no return address or if the stamps mailed out are returned to DOP because of an incorrect address, the stamps are removed and the value of them logged into IBS as contraband and log them out of IBS to the facility mailroom for use as indigent postage. The other contents of the envelope shall be given to the **offender**. Stamps that are concealed or hidden within mailed items in an attempt to avoid detection shall prompt an investigation and appropriate disciplinary action.
 - (5) Money – Outside personal mail containing funds (i.e. cash, money order, cashiers check or certified check) **is not permitted**. Funds enclosed in incoming personal

mail shall be removed and logged into IBS and returned to the sender with a form letter describing JPAY procedures. The offender will receive a copy of the form letter. If there is no return address or if the funds mailed out are returned to Prisons because of an incorrect address, the funds shall be deposited to the IBS Contraband Account which shall be swept to the Offender Welfare Fund. The other contents of the envelope shall be given to the offender. Funds that is concealed or hidden within mailed items in an attempt to avoid detection shall prompt an investigation and appropriate disciplinary action. Procedures for the proper handling of funds are contained in the Department of Public Safety Fiscal Policy and Procedures Manual .1000, Offenders' Trust Fund.

- (6) Social Security or Supplemental Security Income checks. See Offender Banking Manual for procedures on returning Social Security and Supplemental Security Income Checks.
- (7) Veteran's Compensation checks - Limitations on payment of Veteran's Compensation checks to offenders incarcerated for conviction of a felony are addressed in Title 38 of the United States Code, Section 3113. The following guidelines shall be used to handle veteran's benefits checks received by an offender:
 - (A) Deposit the check in the offender's trust fund following existing procedures.
 - (B) Send a letter with the following information to V. A. Regional Office, 251 North Main Street, Winston Salem, NC 27155.
 - (i) Date of Conviction
 - (ii) Date of initial admittance to prison
 - (iii) Projected release date
 - (iv) Dates of escape and recapture, if any
 - (v) Whether or not the offender is participating in a work release program or is residing in a halfway house, and
 - (vi) A copy of all Judgments and Commitments for the current term of imprisonment.
 - (C) The V. A. Regional Office will then make a determination regarding the offender's continued eligibility and/or the amount of the benefit check. If the V. A. Office determines that an offender has received an overpayment, they will request repayment by the offender of the overpayment. If the offender does not repay the overpayment, the V. A. Office will reduce the offender's future checks to collect the overpayment.
- (8) Mass Mailings -Any mass mailings that attempt to reach a majority of the offender population at a facility is inherently suspect. If the Warden has good

cause to believe that such an attempt has been initiated in order to cause disruption or otherwise threaten the order and security of the facility, the mail in question will be censored. If necessary, based on security consideration stated directly above, the Warden shall refuse delivery of this mail without notice to the offender addressee. Such mail may be returned to the sender if return postage is guaranteed, or destroyed at the facility. No notice is provided to the offenders in such circumstance.

- (9) Advertising “junk” mail - Including but not limited to promotional offers, drawings, sweepstakes, lotteries, and campaigns which propose a commercial transaction and is NOT addressed to a specific individual shall be withheld. No notice is provided to the sender or the offender in such circumstances. Such “junk” mail may be returned to the sender if return postage is guaranteed, or destroyed at the facility. The facility shall contact their local U. S Postal Service office to request no delivery of this type of mail.

(e) Record Keeping

The facility mailroom staff will keep records concerning the sending and receiving of legal mail and packages. They will also record mail received for any offender that contains negotiable instruments.

- (1) Incoming Mail: The mailroom staff shall record in a separate mail record book (DC-218)
- (A) Incoming legal mail and packages; and
- (B) Negotiable instruments such as:
- (i) checks in payment of an offender's settlement or claim;
 - (ii) state and federal income tax refunds;
 - (iii) Veteran's Administration payments; and
 - (iv) any other negotiable instrument other than personal money orders and trust fund transfer checks.
- (C) The facility mailroom staff must record their name in the mail record book at the beginning of each day. The staff person must also record their initials beside each entry recorded for the day
- (D) Each offender must sign the recorded entry in the Mail Record book (DC-218) for legal mail, packages, or mail containing negotiable instruments. The offender must also endorse any negotiable instruments. The officer distributing legal mail, packages, or mail containing negotiable instruments must initial beside the offender's

signature. Endorsed negotiable instruments are returned to the mailroom where the facility restricted endorsement stamp is added. The facility mailroom staff will run a calculator tape showing total number of receipts, total dollar amount, and balance. The negotiable instruments, calculator tape and other receipts will be delivered to the trust fund staff.

- (2) Outgoing Mail: The mailroom staff shall keep a record on a separate Form DC-218 showing the destination of all legal mail and packages mailed by an offender. The mailroom staff mailing such items shall sign their name beside each entry.

.0311 PACKAGES AND OTHER ITEMS

- (a) Packages Sent by offenders may not be sealed for mailing until inspection by mailroom staff and found free of contraband or material which constitutes a threat to the order and security of the facility or which cannot be lawfully sent through the mail. This inspection shall be done in the presence of the offender. If cleared for mailing, the items shall be sealed and placed in the mail by the sender in the presence of the inspector. If not cleared for mailing, the Warden shall follow the steps outlined in the censorship disposition sections of this policy .0310 (c) & (d).
- (b) Packages Sent to offenders shall be subject to inspection as outlined in the inspection section .0310 (b) of this policy. Additional items sent to offenders shall be subject to inspection and handling by mailroom staff. The inspection shall be done in a secure location in the facility and shall not be done in the presence of the offender except when the packages are considered legal mail or mail from Department or Other Government Officials. If mailroom staff determines that the package or envelope contains contraband or other material that threatens the order and security of the facility, this material shall be confiscated and the Warden shall follow the steps outlined in the censorship disposition sections of this policy .0310 (c) & (d).
- (c) Items that may be received by an offender through a package are:
 - (1) Clothing approved for use while incarcerated;
 - (2) Clothing to be used upon release (if received within 15 days of a scheduled release date);
 - (3) Musical instruments (when approval is granted in advance from the Facility Head);
 - (4) Unframed photographs, not to exceed 8" X 10";
 - (5) Legal papers;
 - (6) Publications which may be received under Publications Policy D .0100.

- (7) Religious items (refer to DOP Religious Practices **Operational** Manual);
- (8) Documents and Negotiable instruments such as checks in payment of an **offender's** settlement or claim that require the **offender's** endorsement.
- (d) COD Packages and/or Mail Sent **With Postage Due** to **Offenders**: no COD packages or mail with postage due will be accepted for any **offender** and no **offender** shall be authorized to send packages COD or mail with postage due.
- (e) **Offender** Request for Other Items: any **offender** may request in writing permission from the Region Director to receive through the mail a specific item that is not otherwise authorized. This request shall be forwarded through the chain of command to permit the views of region staff to be expressed.



Commissioner of Prisons

November 03, 2020
Date

d.0300_11/03/20.doc

NOTICE TO OFFENDER, ADDRESSEE/SENDER OF MAIL
CENSORSHIP & APPEAL/WAIVER FORM

(This notice should be used when mail or contents contained with mail is censored by the facility)

TO: **Offender** Name & Number
Addressee/Sender

DATE:

FROM: Warden/ /Designee

RE: Disapproval of Correspondence and/or Contents

Correspondence and or its contents you addressed to _____ or sent to you by _____ has been withheld. I have reviewed the correspondence and any contents and determined that the correspondence and or its' contents violates Prisons policy section D.0310 (c) and is disapproved for the reason listed. Therefore, I am disapproving possession of this correspondence and/or its contents.

(Check only one)

Correspondence Withheld Only: _____ Contents Withheld Only: _____

Both Correspondence and Contents Withheld: _____

Describe Contents Only: _____

You may choose to appeal this decision to the **Commissioner**'s Correspondence Review Committee within 10 days of receipt of this written notice. Or you may choose to waive your appeal and have the correspondence and or its contents disposed of in accordance with Prisons Policy F.0500, **Offender** Personal Property.

Listed below are the options available to you in this matter.

1. Do you choose to appeal? Yes ___ No ___ (Failure to indicate a choice will be considered a choice NOT to appeal.) If you select this option, the items(s) described above will be forwarded to the **Commissioner**'s Correspondence Review Committee for final review. You may attach additional sheets to explain your appeal or you can use the space below.

2. If your appeal is denied, or if you do not choose to appeal:

___ Do you choose to have the disapproved correspondence and/or its contents mailed (at your expense) to another address? Yes ___ (name and address) _____ No ___

___ Do you choose to have the disapproved correspondence and/or its contents destroyed? Yes ___ No ___

If you do not indicate a choice or if you do not submit this form within three (3) working days of the date shown above, the correspondence and/or its contents will be destroyed.

The **Warden has an obligation to report to local law enforcement any correspondence and or its contents that may reference or be linked to criminal activity.**

Offender Signature/Date: _____

Staff Signature/Date: _____

cc: **Offender** Copy Facility File Correspondence Review Committee File

Attachment #1

Page 2 of Attachment #1

The correspondence and/or its contents has been disapproved due to the violation of Prisons Policy Chapter D, Section .0310 (c), threats to institutional safety and security included but are not limited to materials which depict, describe or advocate or which include:

	COMPLETE THE APPROPRIATE DISAPPROVAL REASON
Reason .0310 A	The mail contains threats of physical harm against any person or threats of criminal activity. Comments: _____ _____
Reason .0310 B	The mail threatens blackmail or extortion. Comments: _____ _____
Reason .0310 C	The mail concerns sending contraband in or out of the correctional facility including stamps, or cash or stickers. Comments: _____ _____
Reason .0310 D	The mail concerns plans to escape. Comments: _____ _____
Reason .0310 E	The mail concerns plans to violate departmental rules and policies necessary to maintain security and control. Comments: _____ _____
Reason .0310 F	The mail concerns plans for criminal activity or violations of state or federal laws. Comments: _____ _____
Reason .0310 G	The mail concerns information that if communicated would create a clear and present danger of violence and physical harm. Comments: _____ _____
Reason .0310 H	The mail contains sexually explicit material which by its nature or content poses a threat to the security, good order, or discipline of the institution or facilitates criminal activity. Sexually explicit materials are defined as pictorial depictions of sex acts involving violence, sadomasochism, sex with animals, or sex with any person who is under age 18 (or, if the person's age is not stated in the text, who could reasonably be thought to be under age 18). The term sex acts means actual or simulated sexual acts, including sexual intercourse, oral sex, or masturbation. In addition, pictorial materials which depict exposed full frontal view of uncovered human genitalia, exposed genitalia from the rear or the female breast are specifically deemed to be a threat to institutional order, security and safety and a threat to offender rehabilitation and are prohibited. This prohibition shall not apply to patently medical, artistic, anthropological or educational commercial publications, including but not limited to National Geographic, works of art displayed in public galleries, i.e., Art News, anatomy texts or comparable materials. Comments: _____ _____
Reason .0310 I	The mail contains photographs which in any way supports, incites, promotes, encourages or advocates any type of gang activity. Comments: _____ _____

Attachment #2
Page 2 of Attachment #2

Reason .0310 F	The mail concerns plans for criminal activity or violations of state or federal laws. Comments: _____ _____
Reason .0310 G	The mail concerns information that if communicated would create a clear and present danger of violence and physical harm. Comments: _____ _____
Reason .0310 H	The mail contains sexually explicit material which by its nature or content poses a threat to the security, good order, or discipline of the institution or facilitates criminal activity. Sexually explicit materials are defined as pictorial depictions of sex acts involving violence, sadomasochism, sex with animals, or sex with any person who is under age 18 (or, if the person's age is not stated in the text, who could reasonably be thought to be under age 18). The term sex acts means actual or simulated sexual acts, including sexual intercourse, oral sex, or masturbation. In addition, pictorial materials which depict exposed full frontal view of uncovered human genitalia, exposed genitalia from the rear or the female breast are specifically deemed to be a threat to institutional order, security and safety and a threat to offender rehabilitation and are prohibited. This prohibition shall not apply to patently medical, artistic, anthropological or educational commercial publications, including but not limited to National Geographic, works of art displayed in public galleries, i.e., Art News, anatomy texts or comparable materials. Comments: _____ _____
Reason .0310 I	The mail contains photographs which in any way supports, incites, promotes, encourages or advocates any type of gang activity. Comments: _____ _____

If the appeal has been denied listed below are the options available to you in this matter. If you do not indicate a choice within three (3) working days of the date shown above, the correspondence and/or its contents will be destroyed.

___ Do you choose to have the disapproved correspondence and/or its contents mailed (at your expense) to another address?
 Yes ___ (name and address) _____ No ___

___ Do you choose to have the disapproved correspondence and/or its contents destroyed? Yes ___ No ___

The Commissioner's Correspondence Review Committee has an obligation to report to local law enforcement any correspondence and or its contents that may reference or be linked to criminal activity.

Offender Signature/Date: _____

Staff Signature/Date: _____

cc: **Offender** Copy
 Facility File
 Correspondence Review Committee File